

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: April 10, 2006

TO: RFP #0613-199 Prospective Bidders

FROM: Sheila R. Anderson, RFP #0613-199 Coordinator
DSHS Central Contract Services

SUBJECT: Amendment No. 1 – Amending RFP #0613-199 Document
Specialized Services for Victims of Domestic Violence from Marginalize Populations

DSHS amends the RFP #0613-199 procurement document by incorporating the attached RFP #0613-199, Answers to Bidders' Questions.

RFP #0613-199
Answers to Bidders Questions

Question #1: Our legal service program currently has a contract with DSHS to serve victims from underserved populations, through Maureen Kelly. Is this replacing those contracts, or an additional opportunity?

Answer: Current contracts for specialized services to underserved victims of family violence expire June 30, 2006, and will not be renewed after that date.

RFP #0613-199 does not request proposals for services to replace those contracted services which are expiring.

Please see Solicitation Document, Section I, A. for the purpose of this solicitation.

Question #2: I was also wondering if these funds applied to direct services to children of victims who have been exposed to/witness/victims of domestic violence?

Answer: Yes.

See Solicitation Document: Section I, E. Eligible Services

“Funds can be used to provide services for victims of domestic violence from marginalized populations and their dependents.”

Question #3: Is this money a separate pot of funding from the FVPS?

Answer: Yes. Services procured as a result of this solicitation will be funded by a combination of state funds, including the Domestic Violence Prevention Account. Federal Family Violence Prevention Services (FVPSA) funds will not be used to fund services procured as a result of this solicitation.

Question #4: Upon reviewing the RFP , I was wondering what the general budget allocation for this project is .

Answer: There is no minimum or maximum consideration amount for proposals to be funded under this solicitation.

Question #5: Regarding the Letter of Submittal, what if the location of the principal place of business is confidential? Can I just state that?

Answer: Yes, you omit the physical address for your program if necessary to maintain confidentiality; however, you must include a mailing address.

Question #6: What is the amount range of the contracts?

Answer: There is no minimum or maximum consideration amount for proposals to be funded under this solicitation.

Question #7: Can you please tell me the average award amount for these grants, either historically or projected for this new cycle of awards.

Answer: The services have not been contracted for previously. There is no minimum or maximum consideration amount for proposals to be funded under this solicitation.

Question #8: Will there be funding available for services to children who witness DV, or is that 'pot' of funding going to the underserved communities grant that's been circulated?

Answer: This solicitation for services to be funded in part by the Domestic Violence Prevention Account (DVPA) does not exclude services to children. See Solicitation Document: Section I, E. Eligible Services
"Funds can be used to provide services for victims of domestic violence from marginalized populations and their dependents."

RCW 70.123, which authorizes the DVPA, does not mandate a specific funding level for services to adult victims of domestic violence versus services to children. This solicitation focuses on one type eligible service which may be funded by the DVPA, namely services to underserved victims of domestic violence. Additional services may be funded in the future, including services specifically for children who witness or are exposed to domestic violence.

Question #9: I was hoping you might confirm for me that the following activities could be eligible for funding through the RFP:

- Hire a full-time-equivalent crisis intervention coordinator/program administrator, who will receive crisis calls, 9-5, M-F and a some other admin-related activities
- Increase dollars available for financial assistance to domestic violence victims
- Add two child care workers to program for children of DV victims

Answer: The bidder's question does not specify what is meant by "financial assistance". However, contractors may not make any direct payment of contract funds to a victim or dependent of a victim of domestic violence. See Solicitation Document Section I, D. Criteria to Receive Funding.

"Contract funds will not be used to make any direct payment to any victim or dependent of a victim of domestic violence".

See Solicitation Document Section I, E. Eligible Services

Administration and provision of crisis intervention services, as well as child care for children of victims of domestic violence are eligible services.

Question #11: Would it be possible to obtain an example of a letter of Submittal? If this is not possible could you tell me in what form you would like this requirement? Is it to be formed similar to a cover sheet for example or would it be better all bulleted?

Answer: See Solicitation Document, Section III, E. Administrative Requirements.

A sample letter of submittal is not available.

There is not a specified format for the letter of submittal; however it must include all required elements.

Question #12: Is there a particular font you would prefer we use?

Answer: See Solicitation Document, Section III, B.

No specific font type is required; however minimum font size is 12 point.

Question #13: Are the Eligible Services listed the same as what is referred to in Section 2 letter F #1 as Specialized Services?

Answer: Yes.

Question #14: What are the financial limits on the grant.?

Answer: There is no minimum or maximum consideration amount for proposals

Question #15: Does the grant focus limit on one marginalized population or could it be for more than one unrelated target populations?

Answer: Bidders may submit a proposal to provide services to one or more marginalized populations.

Question #16: We are preparing for our future stats needs with infonet and current staffing will not support this need. We would like to pay for this person out of the money we receive for direct services and not out of our admin percentage. Is that possible? This person will be a major part of service delivery given the importance and direct connection this person will have with direct service staff and the needs for accurate stats.

Answer: Staff time for compiling and reporting data via any format should not be considered actual provision of direct services, although it may certainly be necessary in order to receive funding. Proposals for services should include all costs related to the provision of the proposed services including administrative support necessary for mandatory reporting of data specific to the proposed services.

Question #17: Who is the target audience for purposes of this grant? The RFP states victims of intimate partner violence.

- A. Does this include men who have been victims of abuse and domestic violence?
- B. Children?
- C. same sex violence?

Answer: Eligible services may be provided to an adult or child of any gender who is a victim of intimate partner violence, provided the victim is a member of a marginalized population.

Question #18: What constitutes direct legal representation? For example, paralegals generally engage in legal advocacy as defined in your definitions index. They do not directly represent clients in court. So, would proposing to hire additional paralegals to provide legal advocacy qualify under this opportunity?

Answer: See Solicitation Document, Section 1, E.

If paralegal staff are providing legal advocacy services as defined in the solicitation document to victims of domestic violence from marginalized populations, then the salaries for such staff would be an allowable cost as they would be providing an eligible service.

Legal representation, namely representing clients in court or administrative proceedings, is not an eligible service.

Question #19: Is therapy specific to marginalized populations an acceptable service? I note “counseling” is acceptable – does this include therapy provided by qualified therapists vs. advocacy-based counseling?

Answer: See Solicitation Document, Section 1, D. Eligible Services. Therapy is not an eligible service.

Question #20: What about services specific to healing techniques practiced by particular populations? They may not fall under advocacy or counseling but may be highly appropriate when provided by trained facilitators both from the contracted provider as well as a leader from the population. Is that type of service acceptable?

Answer: It is unclear what is meant in this question by the term “healing techniques”. Culturally relevant services performed as a component of advocacy and counseling for victims of domestic violence from a specific marginalized population are eligible services.

Question #21: If more than one group in a community provides services around domestic/family violence, especially as it relates to marginalized populations, is it necessary that we combine our proposals prior to submission? If not necessary, is it strongly advisable for a successful proposal? Or may we submit separate proposals and explain how we work together to serve victims/witnesses in our community?

Answer: There is no requirement that multiple bidders within a community who propose to provide similar services must submit a joint proposal. All proposals must include all required information at a minimum, but may also include information about community collaboration. All proposals, whether joint or single, will be evaluated according to the same standards.

Question #22: I have been out of the office and just received this RFP so I admit I have not had time to read it thoroughly. To clarify, are services in collaboration with churches and other faith-based organizations serving marginalized populations acceptable? Preferred?

Answer: Proposals may include information regarding collaboration with faith-based organizations, although such collaboration is not a requirement for this solicitation. All proposals will be evaluated according to the same standards.